



PRIOR PERIOD TIMESHEET (PPER)

Batch / Document Entry

Document Type:

View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan



NOTES

PRIOR PERIOD TIMESHEET (PPER)



To correct the wrong hours entered on a timesheet in the previous pay period, let's process a Prior Period Timesheet (PPER).

Step 1 To open a PPER from the SAM II Desktop Navigator window, click on the Go To button. Type **PPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

Once you select the OK button, a PPER document will open.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 TL3W12

Name:

Employee ID: 060 - 32 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event Date	Event Type	Amount	Supplemental Pay Cycle
04 / 19 / 00	REGLR	-2	Regular Run

Messages Status: NEW Ln 1/1 8:05 AM 05/10/00



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Step 4 Populate the fields on the header section of the PPER.

NAME – Inferred. The name of the employee is displayed.

EMPLOYEE ID – Required. Enter the employee's Social Security number. **SEE STUDENT CARD.**

APPOINTMENT ID – Conditional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

SUPP PAY CYCLE – Conditional. If the entire document should be run in a supplemental pay cycle, enter the cycle. Valid values are Replacement; Pay Type; Retroactive; and Regular Run. This field defaults to Regular Run. Select **REGULAR RUN.**

INPUT TOTAL – Optional. The field is used to record the user's count of the total hours being entered on this timesheet.

NOTE: Because the "Computed Input Total" field is not being used by the State of Missouri, any entry in the "Input Total" field will not be checked against the actual line by line entries made on the CPER.

COMPUTED INPUT TOTAL – This field is not used by the State of Missouri.

EVENT VIEW

The Event View panel allows the user to enter the Event Date, Event Type and hours worked. In addition, it also lets the user indicate the supplemental pay cycle on the lines.

Step 5 Populate the fields on the "Event View" panel of the PPER.

EVENT DATE – Required. Enter the date of the time worked or the date of the leave event. **SEE STUDENT CARD.**

EVENT TYPE – Required. Enter the code designating the nature of the time or leave. Valid codes are found on the Event Type (EVNT) window. Type **REGLR.**

AMOUNT – Required. Enter the number of hours and minutes of the time or leave event. This is entered as hours and minutes (**NOTE:** 4.25 = 4 hours and 25 minutes not 4 hours and 15 minutes). Type **-2.**



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 TL3W12

Name:

Employee ID: 060 - 32 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 19 / 00	REGLR	-2

Suppl Pay Cycle: Regular Run

☐ Reduce Base Pay Type

Assignment Overrides

Title / Sub	<input type="text"/> / <input type="text"/>
Rate	<input type="text"/>
Position	<input type="text"/>
Grade	<input type="text"/>
Step	<input type="text"/>

Accounting Overrides

Distribution Option: Employee Assignment

Labor Distribution Profile:

Fund: Agency:

Organization / Sub: /

Appr Unit:

Activity: Function:

Object / Sub: /

Job Number:

Report Category:

Messages Status: NEW Ln 1/1 8:06 AM 05/10/00



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Step 5 Continue to populate the fields on the Event View panel of the PPER.

SUPPLEMENTAL PAY CYCLE – Conditional. If the specific event should be set to the supplemental pay cycle, select a value to indicate the type of supplemental pay cycle to be used to process this event; otherwise do not select. Valid values are Replacement, Pay Type, Retroactive and Regular Run. Select **REGULAR RUN**.

NOTE: Unless notified by OA, **ONLY** select Regular Run for Supplemental Pay Cycle.

OVERRIDES VIEW

The Overrides View panel contains the same fields found on the Event View. In addition, it allows the user to apply an override to the employee's default accounting information for a specified event of time worked or leave taken.

Step 6 Populate the following fields on the Override View panel of the PPER.

REDUCE BASE PAY TYPE – Optional. Check the box for exception pay employees if this pay amount should be subtracted from the generated base pay amount for the entered event (i.e., if an employee is required to charge some portion of generated base pay to another pay event type or accounting distribution). Leave this field blank if this pay is in addition to generated exception base pay.

The Assignment Overrides fields are not applicable to actions taken on current or prior period timesheets. Changes to an employee's position should be submitted on the Position Status Maintenance (PSMT) window. Changes to an employee's title, sub-title, rate, grade and step should be submitted on the Employee Status Maintenance (ESMT) window.

DISTRIBUTION OPTION – Required. The default is "Employee Assignment" which utilizes the employee's default accounting information. The "Entered Profile" allows the user to override the employee's default accounting information with a labor distribution profile. The option "Entered Accounting Values" allows the user to override the employee's default accounting information with a different accounting strip. The option "Position Assignment" allows the user to utilize the accounting attributes assigned to the employee's position.

LABOR DISTRIBUTION PROFILE – Conditional. This is required if "Use Entered Profile" is selected as the "Distribution Option". Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 TL3W12

Name:

Employee ID: 060 - 32 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount	Accounting Overrides
04 / 19 / 00	REGLR	-2	<p>Distribution Option: Employee Assignment</p> <p>Labor Distribution Profile: <input type="text"/></p> <p>Fund: <input type="text"/> Agency: <input type="text"/></p> <p>Organization / Sub: <input type="text"/> / <input type="text"/></p> <p>Appr Unit: <input type="text"/></p> <p>Activity: <input type="text"/> Function: <input type="text"/></p> <p>Object / Sub: <input type="text"/> / <input type="text"/></p> <p>Job Number: <input type="text"/></p> <p>Report Category: <input type="text"/></p>

Suppl Pay Cycle: Regular Run

☐ Reduce Base Pay Type

Assignment Overrides

Title / Sub	<input type="text"/> / <input type="text"/>
Rate	<input type="text"/>
Position	<input type="text"/>
Grade	<input type="text"/>
Step	<input type="text"/>

Messages Status: NEW Ln 1/1 8:06 AM 05/10/00



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Step 6 Continue to populate the following fields on the Overrides View panel of the PPER.

FUND – Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

AGENCY - Conditional. Required if the “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION - Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values” and “Organization” is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT (Appropriation Unit) - Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION – Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 TL3W12

Name:

Employee ID: 060 - 32 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 19 / 00	REGLR	-2

Suppl Pay Cycle: Regular Run

☐ Reduce Base Pay Type

Assignment Overrides

Title / Sub	<input type="text"/> / <input type="text"/>
Rate	<input type="text"/>
Position	<input type="text"/>
Grade	<input type="text"/>
Step	<input type="text"/>

Accounting Overrides

Distribution Option: Employee Assignment

Labor Distribution Profile:

Fund: Agency:

Organization / Sub: /

Appr Unit:

Activity: Function:

Object / Sub: /

Job Number:

Report Category:

Messages Status: NEW Ln 1/1 8:06 AM 05/10/00



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Step 6 Continue to populate the following fields on the Overrides View panel of the PPER.

OBJECT – Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

SUB-OBJECT - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB NUMBER - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 TL3W12

Name: POTTER, KAREN

Employee ID: 060 . 32 . 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
04 / 19 / 00	REGLR	-2.00	Regular Run

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/1 8:06 AM 05/10/00



NOTES



PRIOR PERIOD TIMESHEET (PPER)

You have completed entering an employee's time and/or leave on a PPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the process the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the PPER you created.

Step 1 Select Process: Edit.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select Process: Approve.

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select Process: Approve. The document is now ready to be run.

Step 5 Select Process: Run.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

HOLDING A TIMESHEET



Batch: Document: CPER 300 316017000039

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0025 Appointment ID:

Input Total: 24.00 Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
09 / 03 / 00	REGLR	8.00

Messages

Code	Message
*HP03	DOCUMENT ERRORS DETECTED
D01-A1040	EVENT DT NOT IN CURRENT PAY PD
D02-A1040	EVENT DT NOT IN CURRENT PAY PD
D03-A1040	EVENT DT NOT IN CURRENT PAY PD

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Batch: Document: CPER 300 316017000039

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0025 Appointment ID:

Input Total: 24.00 Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
09 / 03 / 00	REGLR	8.00
09 / 03 / 00	REGLR	8.00
09 / 03 / 00	REGLR	8.00

Process Menu:

- Edit F7
- Run F8
- Schedule F6
- Queue Alt+F11
- Hold F11**
- Save F2
- Verify Ctrl+F3
- Copy Document...
- Approve F12
- Unapprove Shift+F12
- Display Approvals Shift+F2
- Approve and Run
- Override Alt+F12
- Remove Overrides Alt+V
- Delete F9
- Undelete Ctrl+U

Status: HELD Ln 2/3 4:22 PM 07/27/00



HOLDING A TIMESHEET

If an agency is not prepared to 'edit' and/or 'run' a timesheet, the timesheet can be frozen, as is, to await future user action. This would be beneficial if the user was interrupted in the middle of data entry or needed to look up something before finishing data entry. The timesheet can be frozen through **Process: Hold**. This timesheet will be held for processing and must be edited, approved and run before it will be "Accepted" by the system.

Due to the timing of processing a lag payroll, there are certain periods of time that the system will not allow a current period timesheet to be run even though we are already working in the new pay period. During the first week of the next pay period the system is still processing the prior pay period, therefore it believes the current pay period to be different than what you may be trying to enter. If a timesheet needs to be entered before the system is finished processing the prior pay period, then the timesheet can be entered, edited, and placed in HELD status. The timesheet will be held for processing at the appropriate time.

Future-dated timesheet entries will not be "Accepted" until the current pay period includes the entry date(s). You will need to remember that this future-dated entry will require further action before it will be accepted for payroll. Once the pay period that will include the entries is reached, the user will need to return to that timesheet. Such timesheets will be held on the Document Listing (SUSF) window.

NOTE: If a user attempts to 'Run' a timesheet that is 'Scheduled' but has not had the approvals applied, the timesheet's status will change to 'Rejected' until a user applies the approvals and 'runs' the timesheet, thus advancing the timesheet to 'Accepted' status and be ready to affect payroll.

The steps below describe the procedures for processing (holding, approving, and running) a CPER for a future pay period:

Step 1 Access the CPER and enter the event information as usual.

Step 2 Select **Process: Edit** from the pull-down menus. The timesheet will reject because the pay period dates are not valid for the current pay period. Correct any other errors.

Step 3 After all other errors are corrected, select **Process: Hold** from the pull-down menus. This will hold the document for future processing. Close the document when finished.



NOTES



HOLDING A TIMESHEET

At this point, you have two options. The option you choose will depend on your agency and organization's policy. Option 1 leaves the HELD timesheet on your Worklist until the appropriate pay period arrives. Option 2 sends the HELD timesheet to your approver's Worklist, for them to edit and approve once the appropriate pay period arrives.

Option 1

Step 4 The HELD timesheet document will remain in your Worklist. When the appropriate pay period occurs, open the document and select **Process: Edit**. Since the pay period is now valid, there should be no errors. The document is ready for approval.

Step 5 Apply any authorized approvals and close the timesheet document. Workflow will pick up the document and approval processing can continue as usual.

Option 2

Step 4 The document must now be manually routed to your approver's Worklist (Workflow will not automatically route it because it is in a HELD status). Locate the document in your own Worklist, highlight it, and select **File: Route Work Unit**. Route the document to the appropriate person (for more information on Workflow and manual routing, refer to the SAM II Introduction and Navigation course manual).

Step 5 The document will appear in your approver's Worklist in a HELD status. It will also remain in your Worklist. Since the document cannot be processed until the appropriate pay period, your approver should allow the document to remain on the Worklist until it is time to process it.

Step 6 When the appropriate pay period occurs, the approver should open the document and select **Process: Edit**. Since the pay period is now valid, there should be no errors. The document is ready for approval.

Step 7 The approver should then apply any authorized approvals and close the document to allow Workflow to take over as usual (unless the user is the final approver—in that case, they should run the document themselves).



SCANNING ALL EXISTING TIMESHEETS

Batch / Document Entry

Document Type: View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☐ Automatic Document Numbering

☐ New ☐ Open ☒ Scan

ADVANTAGE Desktop - QA410 - [Document Listing]

File Edit Display Process Window Help

Batch ID: Document ID: Organization: Status: Process Date: / /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			CPER	010	CPERACCRUALT	REJCT	00000	04 26 00
			CPER	010	CPERTLRE05	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4E01	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4E02	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4E03	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4E04	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4W01	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4W02	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4W03	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4W04	ACCP	YYY00	04 26 00
			CPER	010	CPERTL4W05	ACCP	YYY00	04 26 00
			CPER	010	CPER010DS1	PEND3	YYA00	02 01 00
			CPER	010	CPER010DS2	ACCP	YYY00	02 01 00
			CPER	010	CPER010DS3	PEND3	YYA00	02 01 00

Messages 8:12 AM 05/10/00



SCANNING TIMESHEETS

Timesheets entered are viewable on-line regardless of their status. To scan timesheets, you will need to access the Document Listing (SUSF). There are two ways to access the SUSF window: using the Batch/Document Entry window or directly accessing the SUSF window.

Let's try to access the SUSF Using the Batch/Document Entry window.

Step 1 Open a CPER from the SAM II Desktop Navigator window.

Step 2 On the Batch/Document Entry window, select the "Scan" radio button. Then, select OK.

The SUSF window will open. You will be able to view all timesheets within your security profile sorted by Document ID.

NOTE: If you would like the Document Listing to display only one particular agency's timesheets, then you would enter the agency code in the first field of the Document ID on the Batch/Document Entry window and the results would reflect only the specified timesheets for that agency.

Step 3 Close the SUSF window.



Now, let's open the SUSF directly from the Desktop Navigator.

Step 1 To open SUSF from the SAM II Desktop Navigator window, click on the Go To button. Type **SUSF** in **CODE**. Click on the Open button. The SUSF window will open.



DOCUMENT SELECTION (DSEL)

Document Selection

Agency(ies)	<input type="text" value="300"/>
Document Type(s)	<input type="text" value="CPER"/> 
Approvals	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Status(es)	<input type="text" value="PEND3"/> 
Latest Date	<input type="text" value="/ /"/>
Initial User ID(s)	<input type="text"/>
Latest User ID(s)	<input type="text"/>

TIP: You can also access the Document Selection window from the GOTO window!



NOTES



SCANNING TIMESHEETS

Once we have opened the SUSF from one of the two ways described earlier, you will locate a pending timesheet.

You have the option to apply selection criteria on the SUSF to view only the entries that meet the criteria. This is accomplished through the Document Selection (DSEL) window.

Step 1 Open the DSEL window by clicking on the New Selection button at the bottom right of the SUSF window. (You can also directly access DSEL from the SAM II Desktop Navigator.)

Step 2 Populate the fields on DSEL.

AGENCY(IES) – This field allows you to choose documents that are created by a specific agency or agencies. If entering more than one agency, separate each agency ID with a semicolon. **SEE STUDENT CARD.**

DOCUMENT TYPE(S) – This allows you to choose specific types of documents to view. Click on the down arrow to the right of the field to view the Select Choices window. This window allows you to view the available document types. You may view the document list by window name or window code. Click on the type of document you wish to view and select “Add”. To select all of the documents, select “Add All”. To remove any of the documents from the selected list, click on the document and select “Remove”. “Remove All” removes all of the selected documents. Select “OK” to save the choices and return to the Document Selection window. Select **CURRENT PERIOD TIMESHEET (CPER).**

APPROVALS – This allows you to select a specific approval level to view only documents that currently carry this approval level.

STATUS(ES) – This allows you to select a specific status to view only documents with this status. Click on the down arrow to the right of the field to view the Select Choices window. This window allows you to view the available status(es). You can view the document list by status name or by status code. Click on the status you wish to view and select “Add”. To select all of the statuses, select “Add All”. To remove any of the statuses from the selected list, click on the status and select “Remove”. “Remove All” removes all of the statuses. Select “OK” to save the choices and return to the Document Selection Window. Select **PENDING APPROVAL 3 (PEND3).**



TIMESHEET ROSTER (QTRS)

Timesheet Roster

Pay Location Pay Period End Date / /

	Employee Name	Employee ID / Appointment ID	Batch ID	Document ID
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



NOTES



SCANNING TIMESHEETS

Step 2 Continue to populate the fields on DSEL.

LATEST DATE – This allows you to choose documents by the latest document date.

INITIAL USER ID(S) – This allows you to choose documents by the first user. Separate User IDs with semi-colons.

LATEST USER ID(S) – This allows you to choose documents by the latest user. Separate User IDs with semi-colons.

Step 3 Click on the Find button. The CPER document(s) that meet the criteria you specified will be displayed on the SUSF.

You can also scan timesheets through the Timesheet Roster (QTRS) window. The QTRS allows you to view current period and prior period timesheets for a given pay location and a given pay period.

Detailed information regarding fields and navigation in the QTRS will be covered in the last topic, Inquiries.



TEST YOUR KNOWLEDGE!

1. What three fields are required on every line of entry on a timesheet?

2. You have received a timesheet on a positive-paid employee. It indicates that the employee worked 8 hours one day in the current pay period. You complete a CPER to pay the employee for this time. However, you are later informed that the employee actually worked only 4 hours on that day. How would you make the correction?

3. What are the two ways to access SUSF?



WORKING ON YOUR OWN!!!

As a timekeeper, you have received the timesheet shown below to enter time for an employee who worked in the current pay period. This employee is paid on an hourly basis (positive-paid) and does not accrue leave.

Official Time and Leave Report

PAY PERIOD DAYS	HOURS WORKED
1 ST	7 REGLR
2 ND	8 REGLR
3 RD	5 REGLR
4 TH	4 REGLR
5 TH	7 REGLR
6 TH	5 REGLR
7 TH	6 REGLR
8 TH	7 REGLR
9 TH	6 REGLR
10 TH	8 REGLR



NOTES